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ABSTRACT

This document is a narrative description of an interactive, online registration system, which was designed and written for the San Jose Community College District. The document includes the machine configuration, the history and development of the system, how the operators and students interact with the system, and examples of various hard copy documents that are associated with the registration system. (Author)

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A BRIEF DESCRIPTION OF THE SAN JOSE COMMUNITY COLLEGE DISTRICT'S "ON-LINE" REGISTRATION SYSTEM

ROBERT L. BROWN
DISTRICT DIRECTOR, ADMISSIONS & RECORDS
JULY 1979

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IR008047

CREDITS

"The System" was designed and implemented through the efforts of many individuals throughout the District. Certain people, however, deserve special recognition because of long hours, thought, and work.

The District should give special thanks to:

Robert Feinour, Director, Data Processing

Don Weisman, Lead Systems Analyst, Data Processing

Rosalie Eskew, SJCC Admissions & Records Supervisor

Marlene Bondelie, EVC Admissions & Records Supervisor

Thanks also to each and every member of our District Data Processing staff and to the staff in Admissions & Records at both Colleges. Without the help and encouragement of each of these people and their flexibility, we would never have made a "go" of the undertaking.

A note of personal thanks to Dr. Otto Roemmich, Dr. Richard Goff, Dr. Dorothy Burns, Dr. Theodore Murguia, Dr. Gerald Strelitz, T. J. Owens, and Marjorie Blaha for their individual and combined belief in the concept and for their encouragement.

THE MACHINE

HARDWARE:

1 ea IBM 370/155 II

6 ea IBM 3340's Disk Drive 70K ea

2 ea IBM 3344's " " 280K ea

1 ea IBM 3330 model 11 " " 800K

4 ea IBM 3420's Tape Drives

1 ea IBM 1403 Printer

1 ea IBM 3505 Reader

1 ea IBM 3525 Punch

1 ea MEMOREX 1270 Terminal Control Unit

27 ea IBM 3277 Terminals at 3 locations

5 ea IBM 3286 Printers

5 ea MEMOREX 1311 CRT's

13 ea HAZELTINE 1500 CRT's

10 ea Dial-up Ports

2 ea IBM 3874 Modums

2 ea IBM 3271 Controls

CPU storage equals 2 megabites

(Normally each Admissions Office is operating with 4 IBM 3277 CRT's and 1 IBM 3286 Printers.)

OPERATING SYSTEM:

DOS/VS with "Power" and CICS/VS running with 5 partitions

THE MACHINE continued

USERS:

Admissions & Records

Financial Aids

Personnel

Payroll

Purchasing

Accounts Payable

Scheduling Officer

Budget

Text Editing

Library

Counseling (GIS)

DEVELOPMENT OF THE SYSTEM

As early as 1971 Admissions & Records began thinking about developing an On-Line Registration system. Towards the end, we contacted a number of colleges around the nation, which were either at that time using an on-line system or were in the process of actual development. After a good deal of correspondence with these other colleges, it became obvious to us that this was the direction in which we wanted to move.

In 1973 the San Jose Community College District converted its computer system from an IBM 1401 to an IBM 370, model 135. At that time it was necessary to rewrite all of our existing files because of the conversion from a second to a third generation machine. Working with Data Processing, we determined that this would also be the perfect time to rewrite our files in such a way that on-line processing could be accommodated. That, then, was the true beginning of our "system". Data Processing was as pleased about the conversion as was Admissions & Records because none of us wanted to emulate a 1401 with a 370. In our opinion, that emulation would have been like putting a Model T engine in a Cadillac. Admissions & Records began working in earnest with Data Processing in laying out the basic design of those functions which we eventually wanted to put into the on-line system: how they would relate to one another, the data that we wanted to be able to input and display, and developing security systems and time lines.

The first functions that Admissions & Records wished to be able to accomplish by way of remote entry via cathode ray tubes (CRT's) were the ability to add or drop a student from a class, the ability to view a student's current

schedule, and the capability of correcting grades on-line.

In December of 1977 the first CRT's were installed in the Offices of Admissions & Records, one at Evergreen Valley College and one at San Jose City College. At that time we were able to accomplish the drops and adds and view students' schedules. By March we had added the capability of changing historical grades by way of the CRT's. This was a real milestone for Admissions & Records since in the past it had taken, on the average, three and one-half months to actually change the computer record of a grade. Before this on-line system all changes were done with unit record transactions: an instructor would submit the proper grade change form, this grade change was logged in as received, and then sent to Data Processing, Data Processing in turn keypunched it and batch processed it just before the end of the current semester; thus, it could take as much as three and one-half months before a corrected Permanent Record Card was received in Admissions & Records. (Naturally, at that time hand corrections were made on the official file copy of the Permanent Record Card in the Offices of Admissions & Records so that corrected transcripts could be sent immediately.) If for some reason or other the original grade change, which was batch processed, did not take by the end of semester maintenance, it would be another three and one-half months before it could be resubmitted for correction. This obviously was an intolerable situation for us, and you can imagine our joy when we were finally able to make the grade changes by way of the CRT's, have the correction "take" before our eyes, and watch the recalculation of grade point average, etc. on the spot.

Many other subroutines were written, tested, and implemented during the period between March 1978 and June 1978; however, the main emphasis of this report is concerned with on-line record keeping and on-line registration. Therefore, I will pass over the details of those other subroutines.

By April 1978 we felt that we had enough of a skeletal on-line registration system written and tested to institute the on-line registration system for the following Fall 1978 Semester at EVC only. Since we would be in a "first try" situation and the system might fail, we wanted to initiate it at EVC because recovery would be less of a problem with EVC's smaller student population.

At the end of May 1978, Data Processing produced for EVC Admissions & Records registration letters for all students who were registered during the Day program during the Spring 1978 term. These registration letters contained the exact date and time that each individual student was to come to the Office of Admissions & Records to register for the next (Fall 1978) semester. Registration dates and times were based upon the number of units that a student had completed in our District, transfer and military units, plus the number of units they currently had in progress. Students with the higher number of units were scheduled to register first, the thought being that those individuals were nearing graduation and their choices of classes were more narrow than for the first time freshmen.

We realized that only about fifty percent of our Day students continue into the next semester, but we obviously could not tell which student was going

to continue and which was not; therefore, registration appointments were sent to all students. For each ten minute interval, however, we assigned fifty percent more students than we felt we could actually handle. We had determined that we could register an average student in two and one-half minutes; therefore, we scheduled two students every two and one-half minutes.

Two master printouts of the appointment schedule were sent to EVC Admissions & Records; one of these schedules was in straight alphabetical order with the time and date the student was to register, the other was in date sequence with the student's name and appointment time. We felt that it was necessary to have these two printouts because of the high probability that some students would lose their appointment letter and we would need to look up their time to be sure they were not registering before their scheduled time. Any student is allowed to register after the scheduled time, but may not register before.

On June 20, 1978, we began the actual registration process using one CRT with a second CRT as backup in case we had an unusually heavy hour. One of our full time office clerks, who had in the past handled other aspects of registration, was trained to operate the terminal. When necessary, other clerks from the office would fill in on the "reserve terminal" if lines got heavy.

The procedure, stated simply, that a student would follow ran something like this: the student would first fill out his proposed program for the following semester; this would of necessity include the section number (ticket number, master number, etc.) of each section that the student wanted. The student was told to check the printout in the office window to be certain the class was still open. The student would then go to the terminal operator according to the

date and time on the registration letter, give that letter to the operator to verify the correct date along with his proposed schedule for the next semester.

All demographic information for those continuing students had already been rolled into the registration files so that the terminal operator needed merely to enter the student's social security number into the first registration task and the student's name, social security number, district code, birthdate. current address, and telephone number would automatically appear on the screen. The student would be asked at that time if any of this information was incorrect or had changed. If significant changes had occured, such as an address change, the student would be sent to the coding clerk to recheck the district code. Once corrections were completed, or if there was no change, the terminal operator would then proceed to register the student into as many as twelve classes on that one screen.

Working from the student's proposed schedule for the next semester, the terminal operator enters each course request onto the screen using the section number. Once all requests have been entered, the operator gives the command for the computer to search the file to see if add seats are available in all of these classes. Various messages are flashed back on the screen depending upon the individual circumstances of the class. Those messages are: 1. add seat available, 2. class closed, 3. section cancelled, 4. section number not on file. Keep in mind that the student is sitting next to the terminal operator and can see all of these messages. At this point no entry has actually been made to the student's file in the computer; therefore, it is possible to enter additional classes or change some of the section numbers and again make inquiry to the computer to see if add seats are available. Most students receive

"add seats available" messages on the first try. If some classes are closed, the student is put into those that are open, then asked to leave the terminal area, make new selections of classes that are open, and then return to the terminal to add those new sections.

Once the operator is satisfied that the student has been registered into all the classes, the final entry command is given to the terminal, the student's master file is updated with those sections that were available, health or nonresident fees are calculated, and then the student's schedule is printed out on the printer which is located next to the CRT. The terminal operator then collects the health, and in some cases the nonresident, fee, gives the student a verification of registration card and a copy of the schedule. Registration, then, for that student has been completed. Again, I mention that this whole process from the time the student sits down with the terminal operator until the time he receives the printed schedule takes approximately two and one-half minutes. This is a considerable improvement over the average of one hour required during the old bull pen registration.

SPECIFICS ABOUT ON-LINE REGISTRATION

Dates for registration are determined by working backwards. We determine when we wish to be finished with the process for continuing students, then calculate how much processing time we need to register the expected number of students. It is a simple matter, then, to work backwards and set the beginning date.

Once the time frame is laid down, several people must be contacted and given the starting dates so that the course offerings for the upcoming term can be established and a schedule printed in time to give it to students before registration starts.

The day registration begins: Admissions & Records places in its window a computer printout of the total list of class offerings. Among other things, this listing shows the number of seats available for each class (see attached sample "A"). Early in the process the printout is changed once a week; as we get closer to the opening of school and as more classes are filled, the printout is changed more frequently until at the end we are changing it twice daily. Even with the frequent changing, the list is updated manually each time a class is closed. Students soon learn to check the listing before trying to add a class, as it saves a great deal of time.

Now we are ready to register. The student comes to the CRT operator in Admissions & Records and presents his "Permit to Register Letter" (sample B) and "Official Semester Program" (sample C). The operator calls up the registration task for the proper semester (the system allows registration for several semesters simultaneously) and enters the student's social security number

(sample D) and receives back on the screen the registration/add screen (sample E). The student is asked if he is prepared to pay the Health Fee; if the answer is affirmative, the operator types the proper code and proceeds. The student's class requests are then entered into the system using a location code indicating at which college the class is offered, and a distinct four digit section number identifying the specific class. When all requests have been placed on the tube, the operator uses a "Program Function" key (PF) to inquire about the status of each section. Sample F shows the various possibilities of class status. At this point, no entry has been made to the Student Master file for that term. The operator can still add new sections to the screen, or change ones that are there. Note particularly on sample F that the first section has an "O" in the field following the section number. This letter was placed there by the operator to override the class maximum in a closed class. This is done only when the student has an add slip signed by the instructor. Note also the "W" following the section number of the second request. Again, this was placed there by the operator, at the student's request, and it will place the student on a waiting list for the section. Each section has five "wait list" spaces. The number to the far right of the screen indicates how many wait list spaces are still available. On this same screen is displayed the amount of health or nonresident tuition a student will be required to pay. Should a student request a class that has a "co-requisite" class (lecture-lab) and not request the proper co-requisite, the CRT screen will indicate this condition to the operator.

Now that final adjustments to the student's schedule have been made, the operator enters the registration into the master file, collects the Health Fee, and gives

the student a copy of his new schedule (sample G and G1). All of this has taken an average of 2½ minutes from the time the student sat down at the CRT until he is given his printed schedule.

Tuition paying students are handled by the system in a slightly different manner. Instead of putting these students into the file in paid status they are entered in unpaid status. They take their new schedule to the Business Office, pay the calculated fees, and return to the CRT with a receipt for the tuition. The operator uses a separate task to change the fees status to PAID and gives the student a new printout. If the student does not pay the tuition and return to the CRT within two working days, he is automatically dropped from all classes at the end of the two day period.

Tuition may also be deferred on the system if the student has proper authorization for it. Students who are in this status are not dropped from their classes automatically. They can be called out on a list at any time so that their payment progress can be checked.

The on-line system is terminated three times daily in order to back up and restore the files. Just before these termination times, Admissions & Records must "cash out" the operators. The office supervisors, who have been issued high level security operators' badges, quarry the system as to the amount of cash each operator should have. The printout of this inquiry is then balanced to the operators' cash boxes. (sample J)

Students may be dropped from their classes at any time using the Drop tasks (sample H). In this task the operator must enter an effective date of drop. The date is picked up from the drop card submitted by the instructor or the student.

Finally, a student's schedule may be checked at any time during the semester by using another task. Note on sample "I" that add and drop dates show for each class.

OTHER ON-LINE TASKS

An on-line registration system by itself would not have cost effectiveness; however, coupled with other Admissions & Records on-line jobs and with usage by other areas of the District, it would contribute to a total saving to the District of a substantial sum of money.

In Admissions & Records the following tasks are alsc handled on-line:

1. Grade changes with automatic recalculation of current and cumulative GPA and academic standing -
2. Addition of omitted classes to historical records -
3. Deletion of classes from historical records -
4. Post summary of transfer credit - Sample K
   a. military units
   b. other collegiate institutions
5. Post A.A. degree -
6. Place or remove "holds" on student records - Sample K
7. Place or remove probation or disqualification status for transfer students - Sample K
8. View or change current or historical demographic data - Sample K
9. Change counselor's name - Sample K
10. Enter or change major - Sample K
11. View permanent record of grades -
12. Order official transcripts (delivered 24 hours later) -
13. Print transcripts for office use -
14. View and print class rolls -
15. Add a student to current classes with a grade.

OTHER ON-LINE TASKS continued

Related Tasks:

1. Build current course master file -
2. View and/or print current course master file with enrollments -
3. Change current course master -
4. Build future course master file -
5. View, change, and/or print future course master file -
6. View current department budget detail with balances.

COSTS (SAVINGS)

The primary savings "the system" has given us is in terms of smoothing out our workload peaks and valleys plus eliminate the frustration and confusion of mass registration.

In more concrete terms, conversion to this system was in some part responsible for reduction in staff of two keypunch operators (total savings - approx. $26,000).

Reduced need for massive numbers of hourly personnel at registration (approx. savings - $4500).

Reduced numbers of special forms for registration, mostly punch cards (approx. savings - $20,000).

More savings in other areas of Admissions have been made, but not directly attributable to on-line registration.

In our experience, on-line systems will not reduce the number of full time office staff needed. It will significantly affect the daily routine of most staff members.

5B5221 SEMESTER=SUMMER 1979

SAMPLE A

SAN JOSE CITY COLLEGE
DAY/EVE COURSE ROSTER

JULY 10, 1979

SEC NO.	DEPT NO.	DEPT NAME	CR NO.	COURSE TITLE	F G	C N	G A	UNITS	CONTACT HOURS	ARRG HOURS	HOUR BEG.-END	ROOM	DAYS	INSTRUCTOR	CON.	OFF CAMPUS	SEATS	SEAT FULL
4152	55	H ED	012	EMERG CARE			G	2.0	.0	.0	1025-1205	AF231	DLY	*CANCELLED			028	000
5010	03	CARP	108	SP/DRCTED/ST	2		V	.5	4.0	.0	0630-1020	CTC	T	TOLLEFSON		X	001	CLOSED
5012	03	CARP	108	SP/DRCTED/ST	2		V	.5	4.0	.0	0630-1020	CTC	T	*CANCELLED		X	035	000
5014	03	CARP	108	SP/DRCTED/ST	2		V	.5	4.0	.0	0630-1020	CTC	T	RABAGO		X	001	CLOSED
5016	03	CARP	108	SP/DRCTED/ST	2		V	.5	4.0	.0	0630-1020	CTC	T	HOEFER		X	001	CLOSED
5018	03	CARP	108	SP/DRCTED/ST	2		G	.5	4.0	.0	0630-1020	CTC	T	FELCH		X	035	000
5020	03	FLOOR	141S	FLOOR COV 1			H	1.0	3.0	.0	0700-0950	FCC	T	MURRAY		X	001	CLOSED
5022	03	FLOOR	143S	FLOOR COV 2			H	.5	3.0	.0	0700-0950	FCC	M	DIBENEDETO		X	001	CLOSED
5024	03	FLOOR	143S	FLOOR COV 2			H	.5	3.0	.0	0700-0950	FCC	W	GUILLETT		X	001	CLOSED
5026	03	FLOOR	143S	FLOOR COV 2			G	.5	3.0	.0	0700-0950	FCC	TH	CRUDE		X	001	CLOSED
5034	15	ART	012A	BEG CERAMICS	2		G	3.0	18.0	.0	0800-1230	311	MTWT	FEARS	$		025	022
5036	15	ART	012B	INT CERAMICS	2		G	3.0	18.0	.0	0800-1230	311	MTWT	FEARS	$		025	018
5038	15	ART	012A	BEG CERAMICS	2		H	3.0	18.0	.0	0500-0930	311	MTWT	BROWN,B	$		026	CLOSED
5040	15	ART	012B	INT CERAMICS	2		G	3.0	18.0	.0	0500-0930	311	MTWT	BROWN,B	$		013	008
5044	15	ART	016A	FREEHAND DR	2		G	3.0	18.0	.0	0800-1230	F-4	MTWT	CESCHGER			034	029
5046	15	ART	T030	AMERICAN ART			G	3.0	9.0	.0	0000-0000	ARRG	MTWT	SOELLNER			260	051
5048	15	ART	060A	BEG PAINTING	2		H	3.0	18.0	.0	0500-0930	F-1	MTWT	LAGASCA	$		031	017
5050	15	ART	060B	BEG PAINTING	2		H	3.0	18.0	.0	0500-0930	F-1	MTWT	LAGASCA	$		023	005
5058	25	ANAT	001	HUMAN ANAT			G	4.0	13.0	.0	0800-1030	S-13	D	CRANE			034	030
5060	25	BIOL	C21A	GEN BIOLOGY	2		G	3.0	15.0	.0	0900-1150	S-15	D	HASS			034	015
5062	25	BIOL	021A	GEN BIOLOGY	2		H	3.0	15.0	.0	0600-0940	S-15	MTWT	LOPEZ,A			034	029

Evergreen Valley College

SAMPLE "B"

3095 Yerba Buena Road
San Jose, California 95121
(408) 274-7900

OFFICE OF ADMISSIONS & RECORDS MARCH 24, 1979

525-64-7296

Robert L. Brown
16123 Greenwood Rd.
Monte Sereno, CA 95030

DEAR STUDENT:

* *
* THIS LETTER IS YOUR PERMIT TO REGISTER FOR THE FALL 1979 SEMESTER. DO NOT LOSE IT. *
* *

YOU ARE SCHEDULED TO REGISTER AT THE FOLLOWING DATE AND TIME:

MONTH	DAY	YEAR		TIME	
MAY	10	1979	AT	10:10	A.M.

YOU WILL NEED TO BRING THE FOLLOWING WITH YOU WHEN YOU COME TO THE OFFICE OF ADMISSIONS AND RECORDS IN CLUSTER ROBLE TO REGISTER:

1. THIS LETTER (YOU MAY NOT COME BEFORE YOUR TIME OR DATE, YOU MAY COME LATER -SEE TIMES BELOW- BUT WILL MISS YOUR PRIORITY TIME). IF YOUR APPOINTMENT TIME CONFLICTS WITH CLASS TIME, REPORT FOR REGISTRATION FOLLOWING THE CLASS PERIOD.

2. A COMPLETED SEMESTER PLANNING FORM WITH ALL COURSE REQUESTS AND SECTION NUMBERS FOR COURSES IN WHICH YOU WISH TO REGISTER.

3. A COUNSELOR'S SIGNATURE UNLESS YOU ARE A SELF-PROGRAMMER (YOU MAY SELF-PROGRAM IF YOU HAVE COMPLETED MORE THAN 15 UNITS). CALL 274-7900 EXT. 260 OR GO TO ROBLE D-216, TO MAKE YOUR COUNSELING APPOINTMENT.

4. $5.00 TO PAY FOR YOUR HEALTH FEE (MANDATORY) AND $5.00 FOR A STUDENT BODY CARD (OPTIONAL).

5. IF APPLICABLE, NONRESIDENT OR FOREIGN STUDENT FEES ($59.00 PER UNIT). NO DEFERRED PAYMENT IS ALLOWED. NO PERSONAL CHECKS ARE ACCEPTED FOR TUITION PAYMENT.

AT THE TIME INDICATED ABOVE, YOU WILL BE REGISTERED BY A CLERK VIA A COMPUTER AND YOU WILL RECEIVE A CONFIRMED SCHEDULE OF YOUR CLASSES WHEN YOU LEAVE THE OFFICE.

REGISTRATION TIMES:
MONDAY, TUESDAY, THURSDAY 8:15 AM THRU 11:30 AM & 1:15 PM THRU 4:30 PM
WEDNESDAY, FRIDAY 8:15 AM THRU 11:30 AM

FALL 79 REGISTRATION WILL NOT BE HELD ON MAY 16 AND 23 OR MAY 30 THROUGH JUNE 8.

ERE-303

C

EVERGREEN VALLEY COLLEGE

Official Semester Program

Name (PLEASE PRINT) BROWN (Last) Robert (First) L. (Initial)

Social Security Number 525 64 7296

Major Code _____ Counselor _____ Cluster/Center _____

FOR OFFICE USE ONLY	
Priority	
Eligible for English	
Math	
Foreign Student	

PRIMARY

Section #	Dept.	Course #	Course Title	Units
3144	Chem	1B	Gen'l. Chem.	5
3145	"	"	Lab	0
3114	Phys	60	Human Phys	5
3111	"	"	Lab	0
3404	H.Ed.	11	T.V. Health Ed	2

ALTERNATES

Section #	Dept.	Course #	Course Title	Units

P.E. Required this semester – Yes ☐ No ☐

Counselor Signature

5/10/79
Date

Rev. 4/78 class. 4 Self-Programming

SAMPLE "C"

SAMPLE "D"

```
TASK INITIATION (BFS000D)                    OPERATOR  JTH       07/09/79
********************************************************************************
ENTER TASK ID [redacted]
BFS300        JTH        REG/ADD CLASS TO STUDENT RECORD    JULY 9, 1979
********************************************************************************
     PLEASE ENTER SOCIAL SECURITY NUMBER:
********************************************************************************
               PF10 - QUIT TASK                    PF11 - SIGN OFF
```

SAMPLE "E"

```
BFS341    JTH [redacted]  ADD CLASS TO STUDENT RECORD    JULY 9, 1979
*******************************************************************************
          NAME  BROWN              ROBERT       L        DISTRICT CODE 4301
     STUDENT SSN:   525 64 7296      FEES:   $000.00     TYPE: PAD BY     LIST Y
16123 GREEN WOOD RD                MONTE SERENO                CA    95030 HOLD
UNITS- 05.0
          ENTER COLLEGE LOCATION AND SECTION FOR UP TO 12 CLASSES:
              LOC  SECT   ****** RESULTS ******
          ( 1)
          ( 2)
          ( 3)
          ( 4)
          ( 5)
          ( 6)
          ( 7)
          ( 8)
          ( 9)
          (10)
          (11)
          (12)
*******************************************************************************
                *** PF10 - QUITTASK *** PF11 - SIGN OFF ***
```

SAMPLE "F"

```
BFS341    JTH [redacted]    ADD CLASS TO STUDENT RECORD    JULY 9, 1979
********************************************************************************
          NAME  BROWN              ROBERT       L        DISTRICT CODE 4301
     STUDENT SSN:    525 64 7296      FEES:    $005.00    TYPE: PAD BY     LIST Y
16123 GREEN WOOD RD                  MONTE SERENO                CA     95030 HOLD
UNITS- 08.0
          ENTER COLLEGE LOCATION AND SECTION FOR UP TO 12 CLASSES:
               LOC  SECT    ****** RESULTS ******
         ( 1)   2   3144 D     CHEM    001B COREQ- 23145
         ( 2)   2   3145 W     CHEM    001B WAIT INVALID OPEN SECTION
         ( 3)   2   3114                    THIS SECTION NOT ON FILE
         ( 4)   2   3111       PHYSO   060  COREQ- 23110
         ( 5)   2   6404                    THIS SECTION HAS BEEN CANCELLED
         ( 6)   2   3190       DRAFT   010  ADD SEAT AVAILABLE
         ( 7)   1   4474       PHOTO   062  SECTION IS CLOSED              4
         ( 8)
         ( 9)
         (10)
         (11)
         (12)
********************************************************************************
               *** PF10 - QUITTASK *** PF11 - SIGN OFF ***
```

SAMPLE "G"

```
BFS341    JTH [redacted]   ADD CLASS TO STUDENT RECORD    JULY 9, 1979
*********************************************************************************
          NAME  BROWN              ROBERT       L        DISTRICT CODE 4301
     STUDENT SSN:   525 64 7296      FEES:   $000.00    TYPE: PAD BY     LIST Y
16123 GREEN WOOD RD                MONTE SERENO                CA    95030 HOLD
UNITS- 05.0
          ENTER COLLEGE LOCATION AND SECTION FOR UP TO 12 CLASSES:
              LOC  SECT    ****** RESULTS ******
          ( 1)  2   3144 0     CHEM   001B ADD COMPLETED
          ( 2)  2   3145       CHEM   001B ADD COMPLETED * JUST CLOSED *
          ( 3)  2   3114                   THIS SECTION NOT ON FILE
          ( 4)  2   3111       PHYSO  060  ADD COMPLETED * COREQ ERR *
          ( 5)  2   6404                   THIS SECTION HAS BEEN CANCELLED
          ( 6)  1   6070       CARP   141  ADD COMPLETED * JUST CLOSED *
          ( 7)  1   4474       PHOTO  062  SECTION IS CLOSED              4
          ( 8)
          ( 9)
          (10)
          (11)
          (12)
*********************************************************************************
              *** PF10 - QUITTASK *** PF11 - SIGN OFF ***
```

SAMPLE "G 1"

```
 BFS320                    STUDENT CLASS SCHEDULE          07/09/79
 ********************************************************************************
BROWN            ROBERT        L  SSN 525 64 7296  BDAY 06 17 35  CNTY/DIST 4301
TEL. 354 2480  FL79 SEX M  COUNSELOR
16123 GREEN WOOD RD                  MONTE SERENO                    CA     95030
LOC SECT DEPT  COURSE  TITLE      UNITS  DAYS HOUR ROOM  INSTRUCTOR    ADDS  DROPS
 2  3144 CHEM   001B GEN CHEM      5.0 MWF   1030 AD211 IBRAHIM,S     07/09
 2  3111 PHYSO  060  HUMAN PHYS    0.0 TTH   0830 AE261 HASSUR,J      07/09
 1  6068 CARP   141  CARPENTRY 1   2.0 F     0800 CTC   STAFF         07/09
                                                                              *
          FEES PAID  HEALTH FEES                          TIME ->  09:34
                          $5.00        PAID
                                                                              *
                                                                              *
```

SAMPLE "H"

```
BFS324    RLB    RMDC   DROP CLASS FROM STUDENT RECORD     AUGUST 6, 1979
*******************************************************************************
          NAME  BROWN              ROBERT          L    DISTRICT CODE  4301
                                STUDENT SSN:  525 64 7296       LIST Y
          ENTER THE FOLLOWING INFORMATION:
                                   LOCATION
                                    SECTION
                              MONTH OF DROP
                                DAY OF DROP
*******************************************************************************
  *** PF9 - NEXT STUDENT *** PF10 - QUIT TASK *** PF11 - SIGN OFF ***
```

SAMPLE "I"

```
 BFS320                    STUDENT CLASS SCHEDULE          07/09/79
 ************************************************************************************
BROWN              ROBERT         L  SSN 525 64 7296  BDAY 06 17 35  CNTY/DIST 4301
TEL. 354 2480  FL79 SEX M  COUNSELOR
16123 GREEN WOOD RD                  MONTE SERENO                  CA     95030
LOC SECT DEPT  COURSE  TITLE      UNITS  DAYS HOUR ROOM  INSTRUCTOR    ADDS  DROPS
 2  3144 CHEM   001B GEN CHEM      5.0 MWF   1030 AD211 IBRAHIM,S     07/09 07/09
 2  3111 PHYSO  060  HUMAN PHYS    0.0 TTH   0830 AE261 HASSUR,J      07/09 07/09
 1  6068 CARP   141  CARPENTRY 1   2.0 F     0800 CTC   STAFF         07/09 07/09
                                                                              *
          FEES PAID  HEALTH FEES                          TIME ->  09:18
                          $5.00        PAID
                                                                              *
                                                                              *
```

SAMPLE "J"

```
 BFS173   RLE          REGISTRATION CASHOUT      JULY 9, 1979         11:35:12
*-*-*-
```

SAMPLE "K"

```
BFS322      JTH          STUDENT MASTER FILE UPDATE          07/09/79
*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*
NAME BROWN               ROBERT         L   *    BDAY 06 17 35   CNTY/DIST 4301
STREET 16123 GREEN WOOD RD                        CITY MONTE SERENO
STATE  CA                                         ZIP  95030
TELEPHONE 354 2480       SSN 525 64 7296      SEX M      MARITAL-STATUS 0
    MAJOR                 COUNSELOR                      MILT-UNITS  06 0
OTHER INSTITUTION DATA:
    UNITS-ATTEMPTED 0000 0            UNITS-COMPLETED 0150 0
    GRADE POINTS    0000 0      PROBATION                 UIH   00 0
HOLD INFORMATION:
    DEPT: 208      DATE: 06/21/79          DEPT:          DATE:
    DEPT:          DATE:                   DEPT:          DATE:
    DROP-SJCC NO                  DROP-EVC NO                 DELETE  NO
*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*-*
     PF9  NEW INPUT          PF10  QUIT TASK          PF11  SIGN OFF
```

SAMPLE "L"

```
 BFS324    JTH    RMDC   DROP CLASS FROM STUDENT RECORD     JULY 18, 1979
********************************************************************************
          NAME  BROWN              ROBERT          L    DISTRICT CODE  4301
                                STUDENT SSN:  525 64 7296       LIST Y
          ENTER THE FOLLOWING INFORMATION:
                                  LOCATION   1
                                   SECTION   6452
                              MONTH OF DROP  07
                                DAY OF DROP  18
********************************************************************************
  *** PF9 - NEXT STUDENT *** PF10 - QUIT TASK *** PF11 - SIGN OFF ***
```

```
 BFS324    JTH    RMDC   DROP CLASS FROM STUDENT RECORD     JULY 18, 1979
********************************************************************************
          NAME  BROWN              ROBERT          L    DISTRICT CODE  4301
                                STUDENT SSN:  525 64 7296       LIST Y
          ENTER THE FOLLOWING INFORMATION:   REQUESTED CLASS DROPPED
                                  LOCATION
                                   SECTION
                              MONTH OF DROP
                                DAY OF DROP
********************************************************************************
  *** PF9 - NEXT STUDENT *** PF10 - QUIT TASK *** PF11 - SIGN OFF ***
```